How to Submit a Proposal

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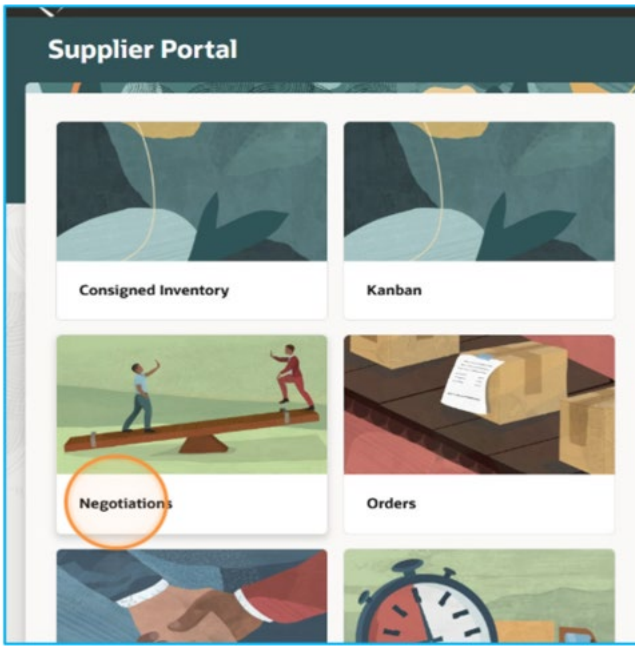
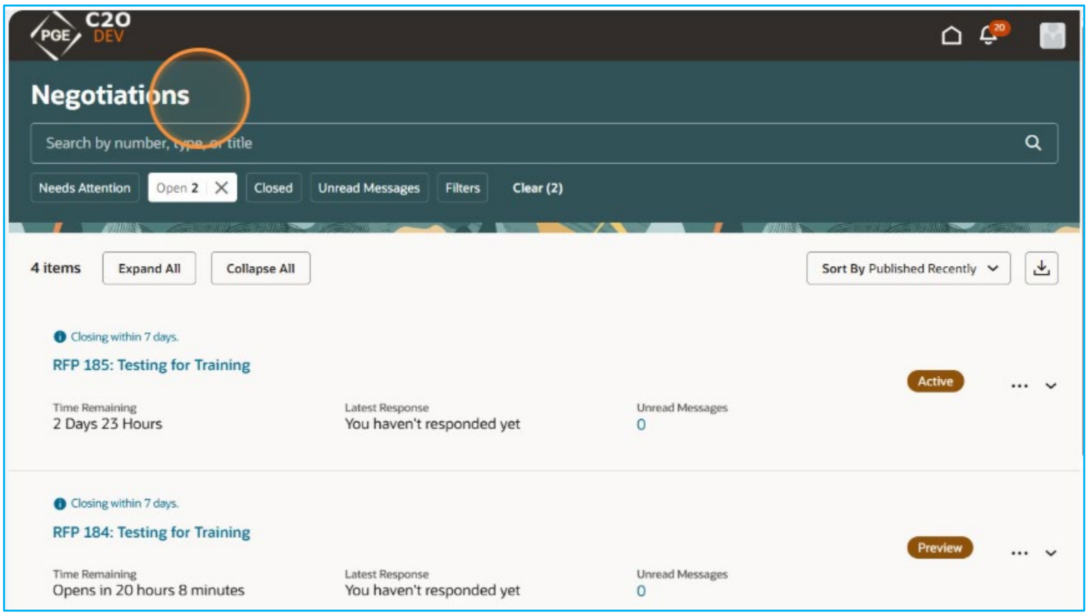
Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below. Click on **"Negotiation"**

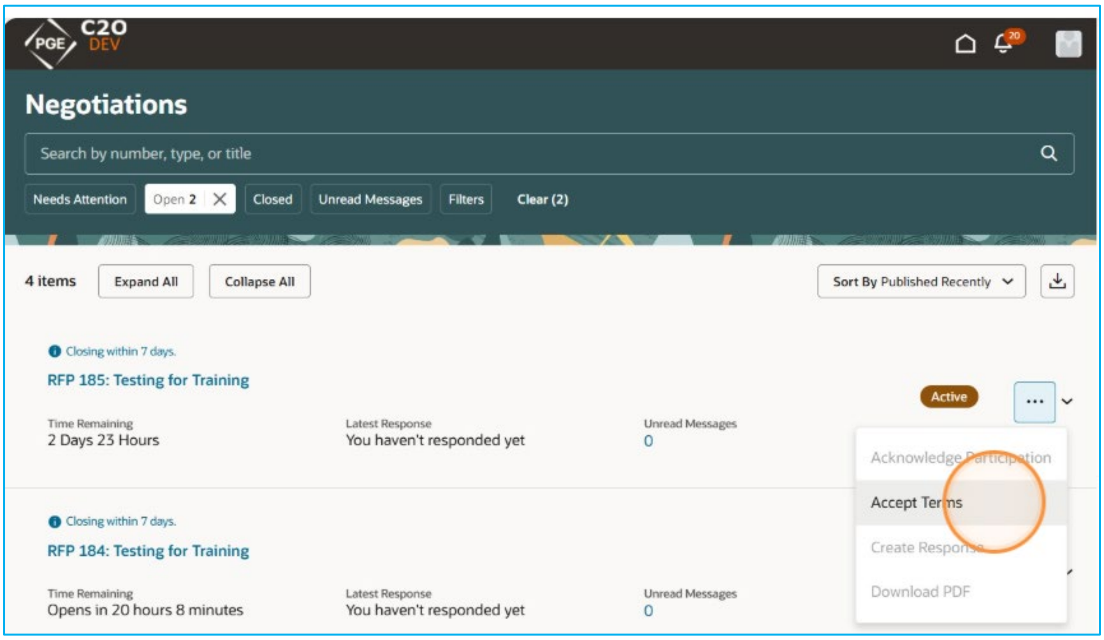


The application will display a list of negotiations that are open for response.



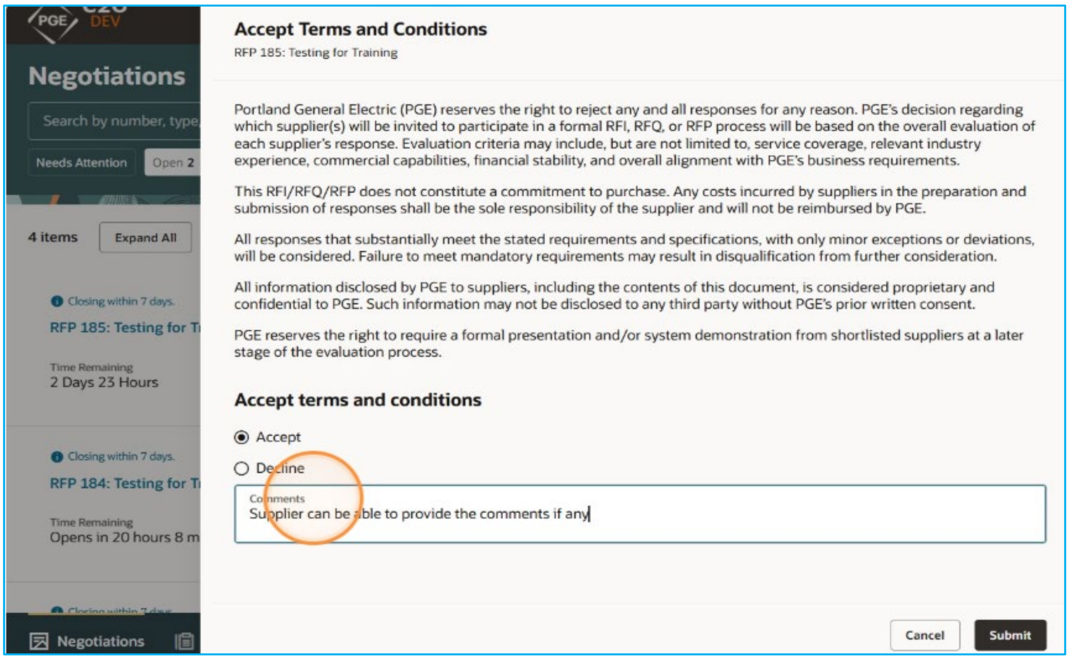
Accept Terms and Conditions

2. Select the required negotiation and click on the 3 dots. The application will display a list of values (LOV), choose the "Accept Terms" option.

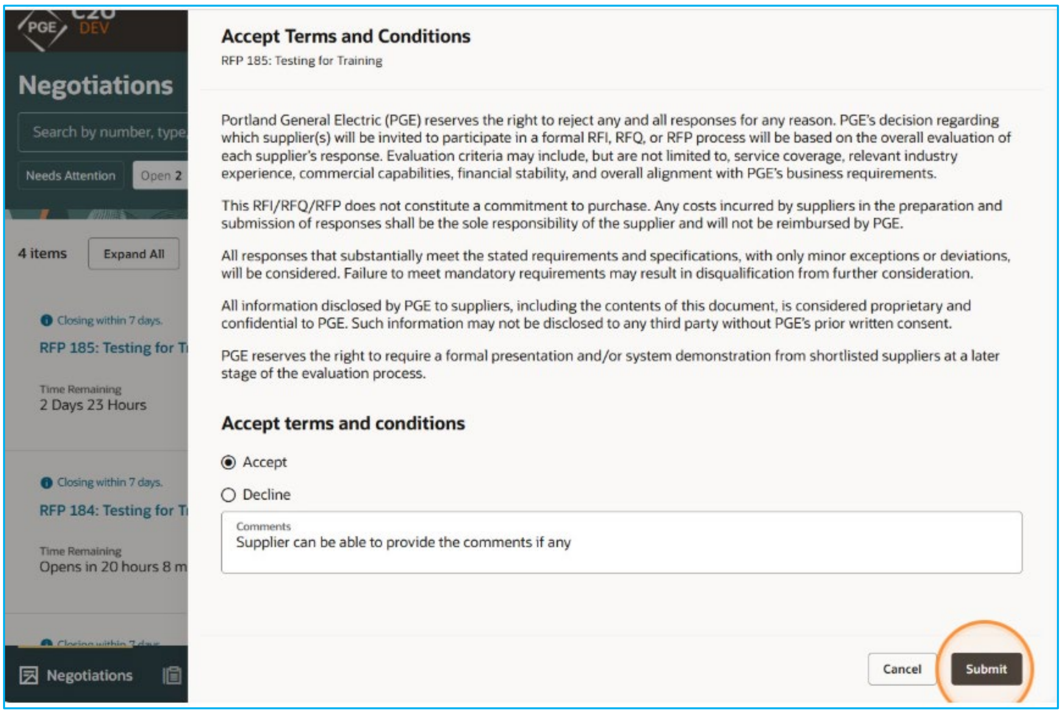


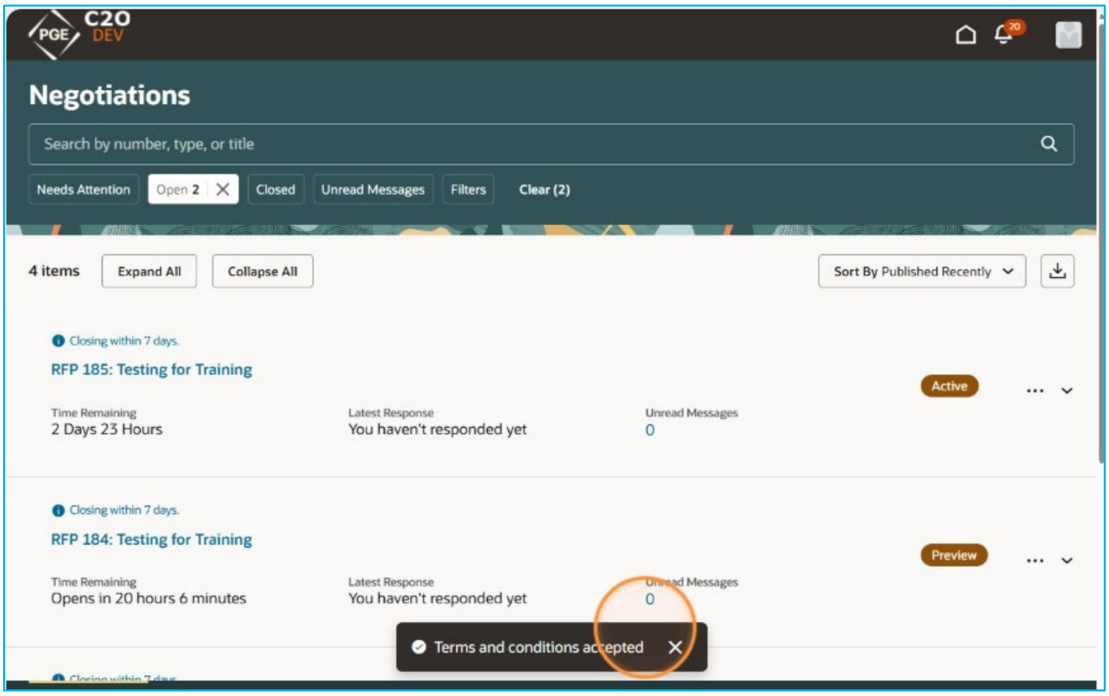
3. Once the “Accept Terms” option is selected, the application will display the “Accept Terms and Conditions” page to proceed with the activity.

Select the “Accept” radio button; the supplier can also provide comments, if any, to the negotiation owner.



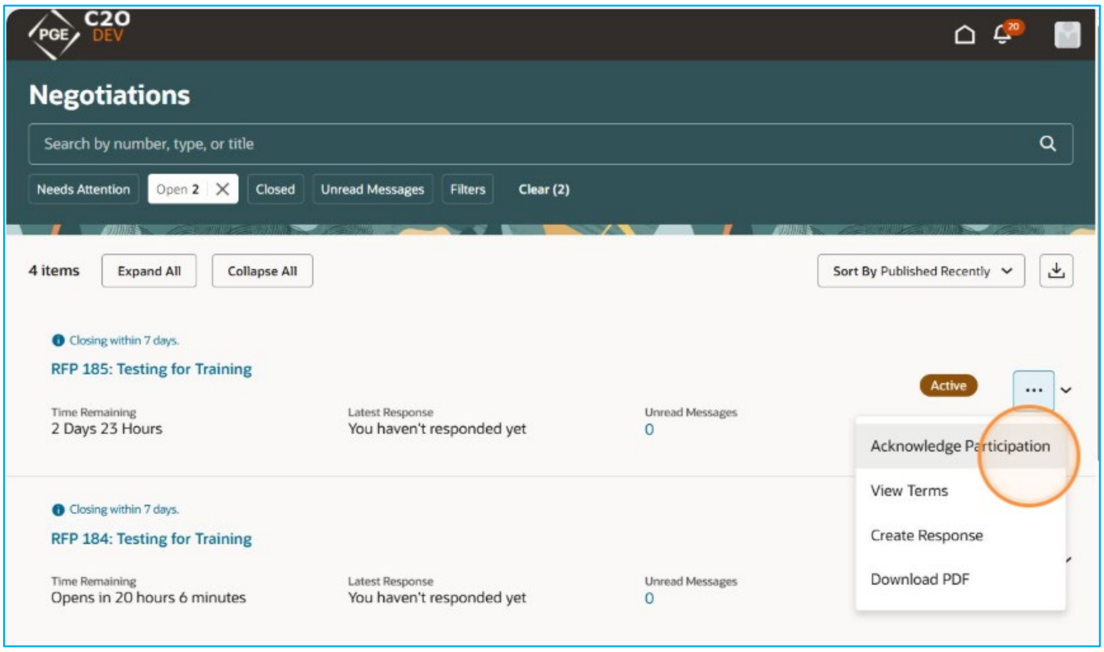
4. Click on the “Submit” button; the application will display the message “Terms and conditions accepted” and then navigate back to the negotiation page.



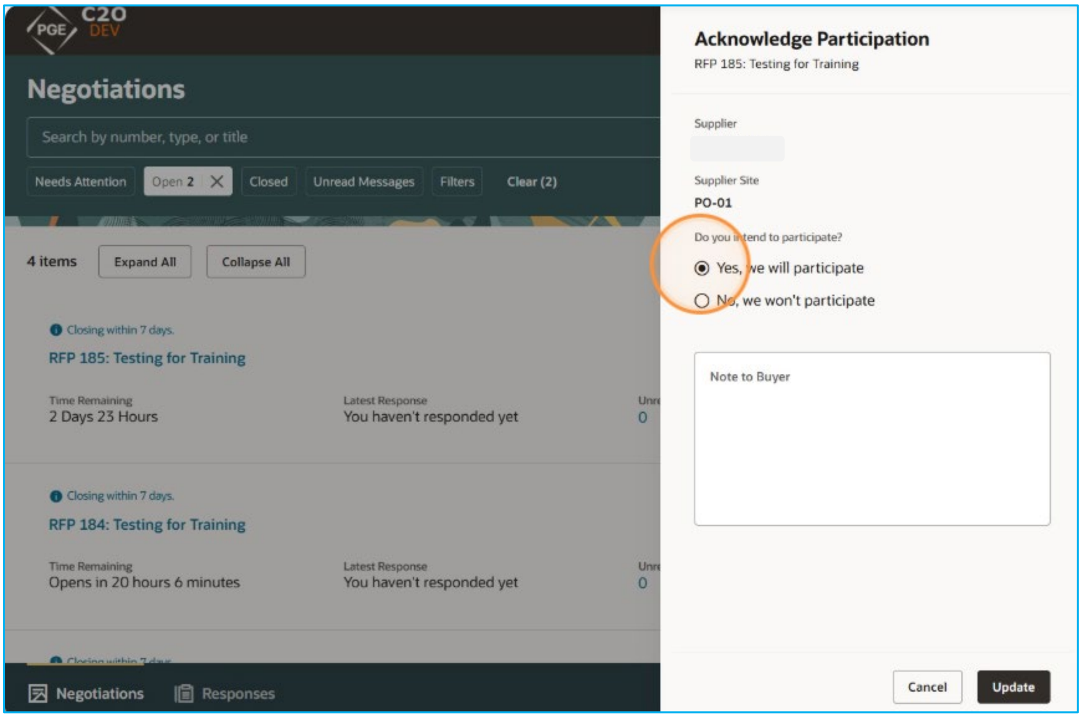


Acknowledgement participation

5. Select the "Acknowledge Participation" option.

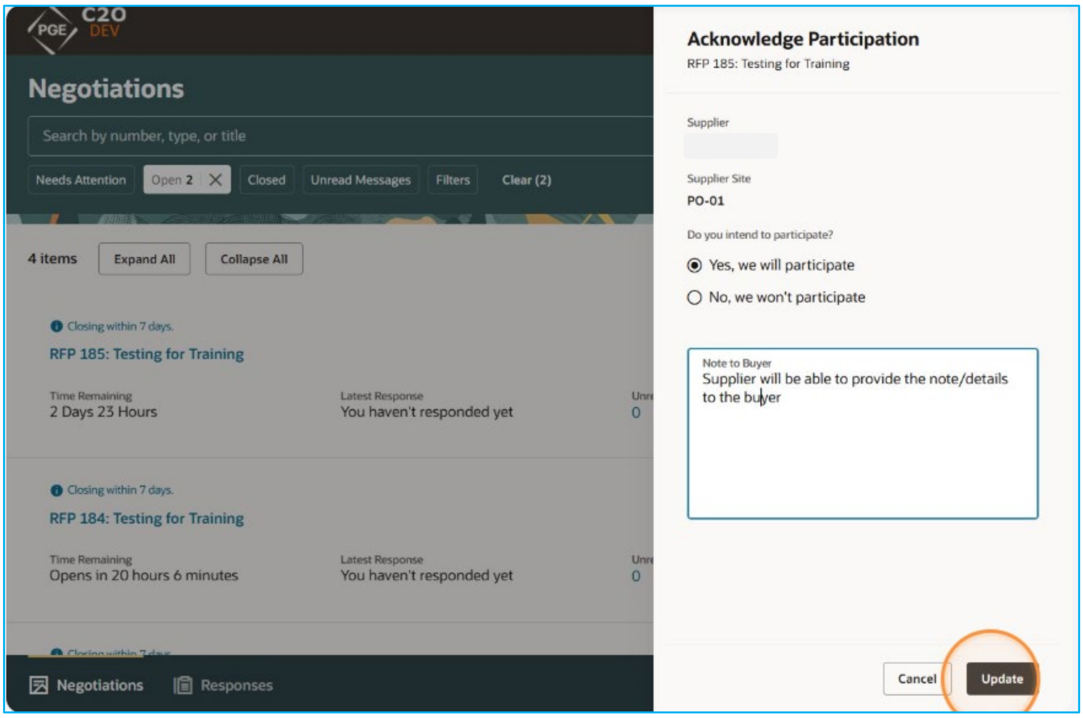


6. Once the "Acknowledge Participation" option is selected, the application will pop-up the "Acknowledge Participation" to proceed with the activity.



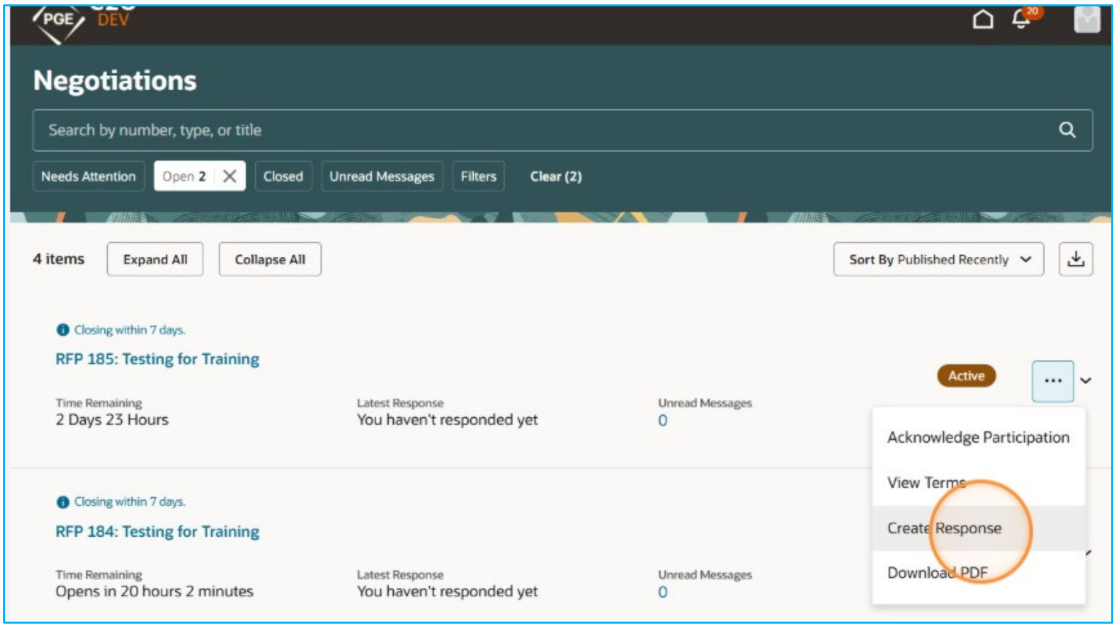
7. The supplier can provide a note to the buyer, if required.

Click the "Update" button; the application will navigate back to the Negotiation page.

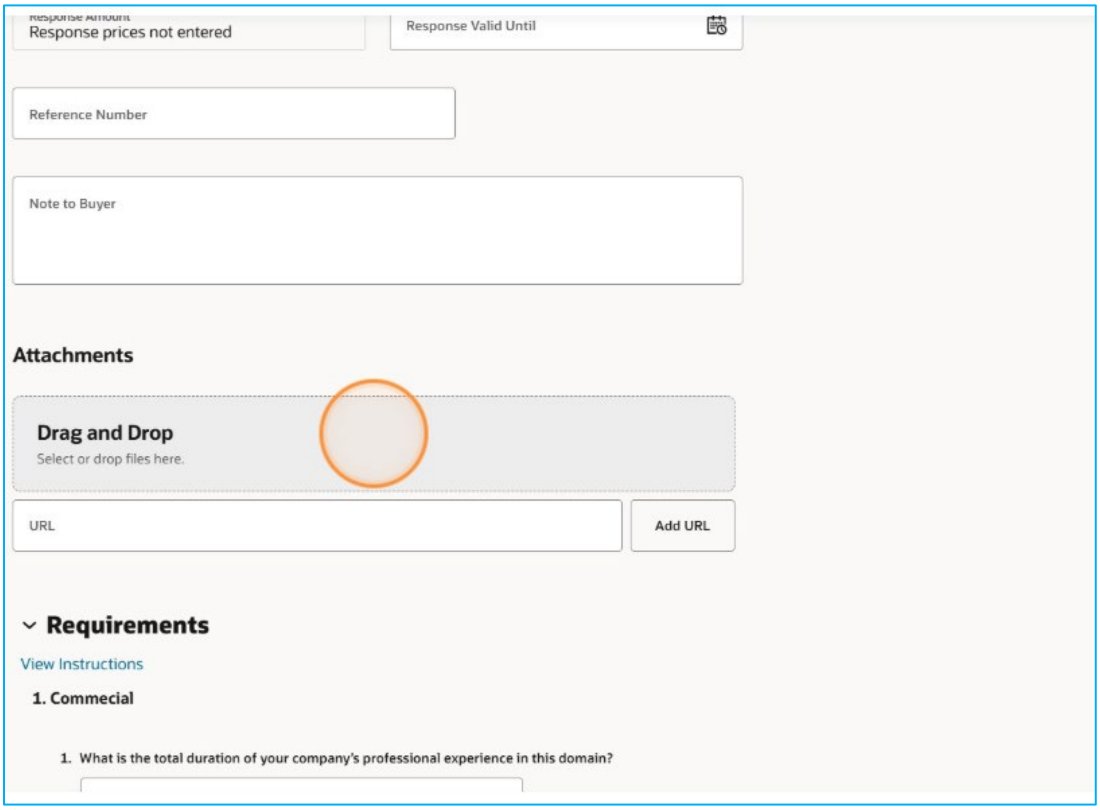


Create Response

8. Select the "Create Response" option for the selected negotiation.

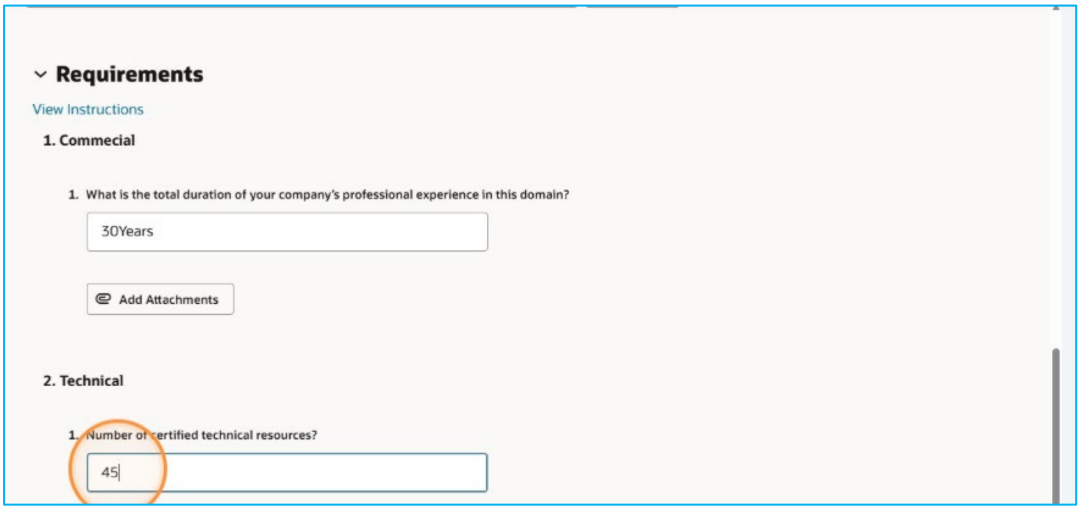


9. Once "Create Response" is clicked, the application will display the Response/Proposal page, where the supplier can answer the questions and provide pricing for the line items.

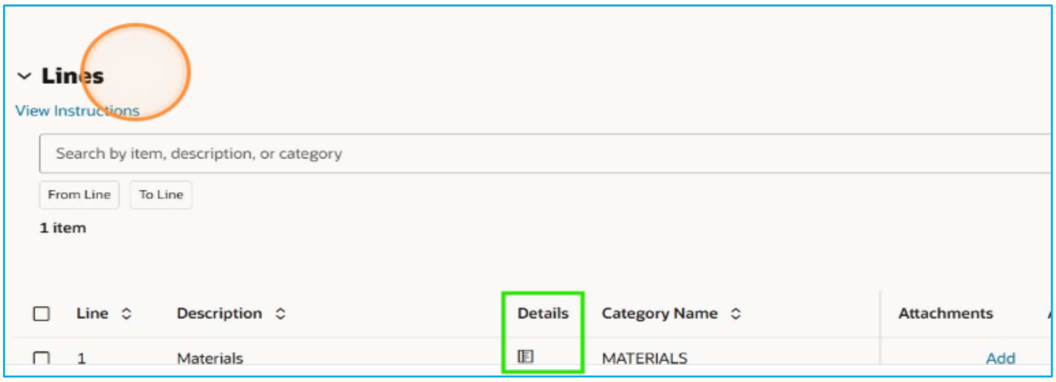


10. Once “Drag and Drop” is clicked, the system will open the file explorer, allowing the supplier to select and upload a file.

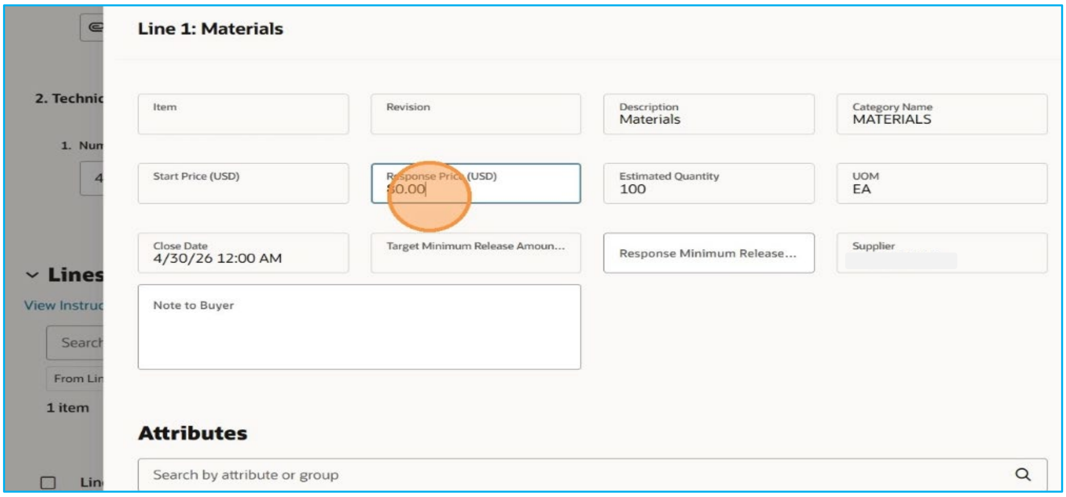
Provide the required information for the questions available in the “Requirements” folder.



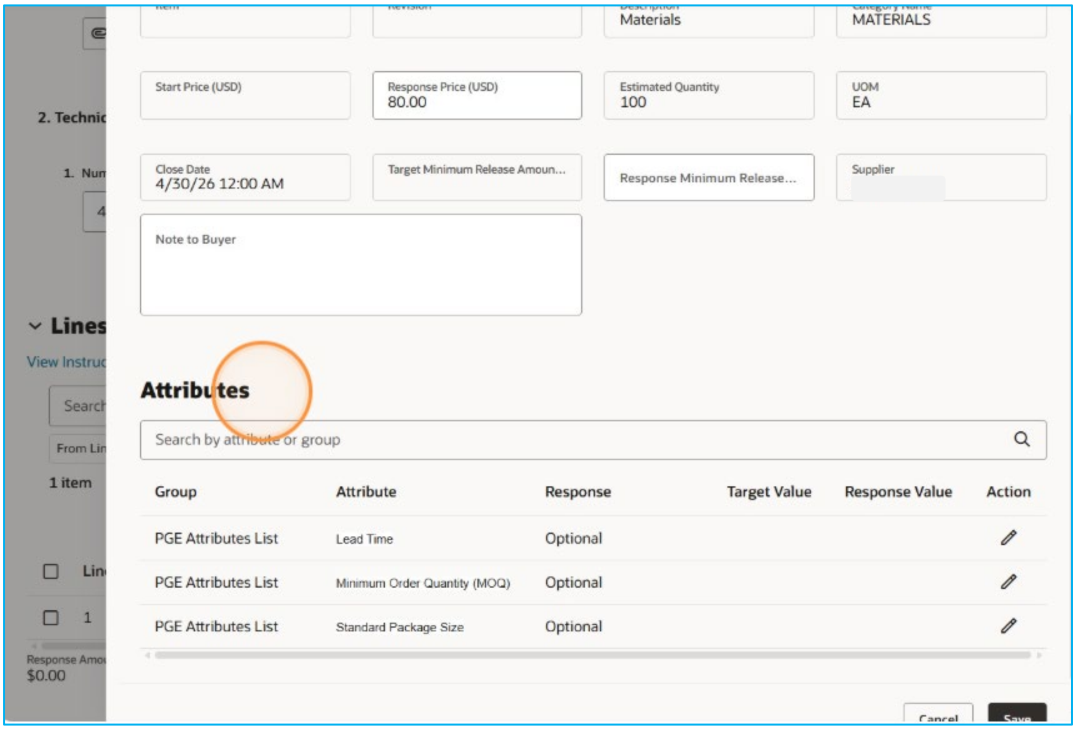
11. Provide the pricing details in Lines section and click on details button.



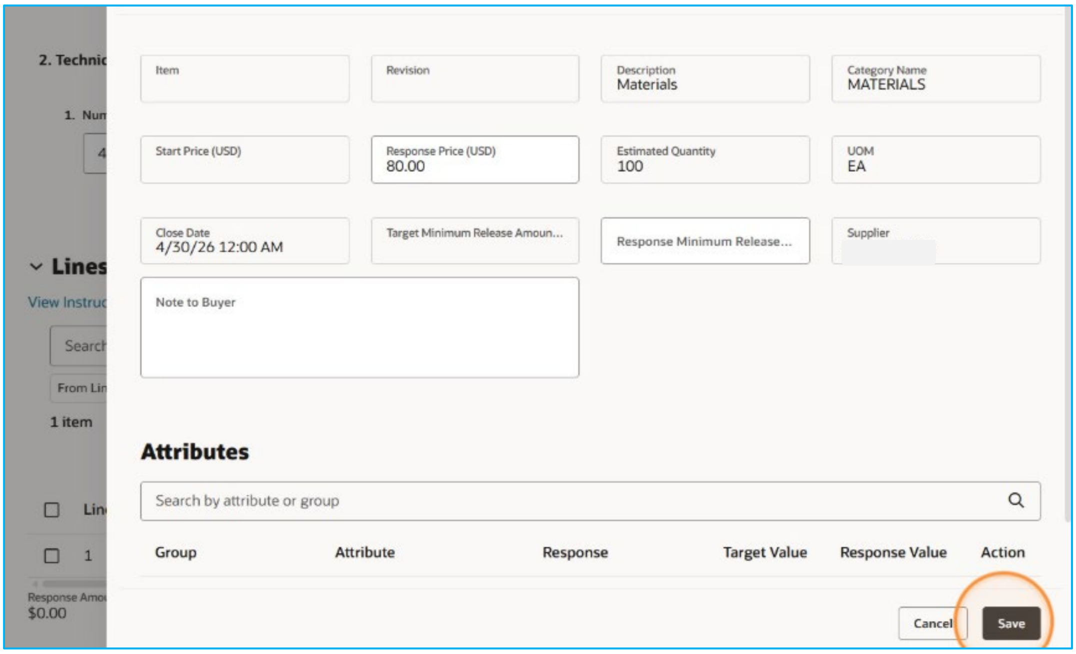
12. The application will open the line page where the response price can be entered.



13. The supplier can enter the attribute response values for the lines in the "Attributes" section.

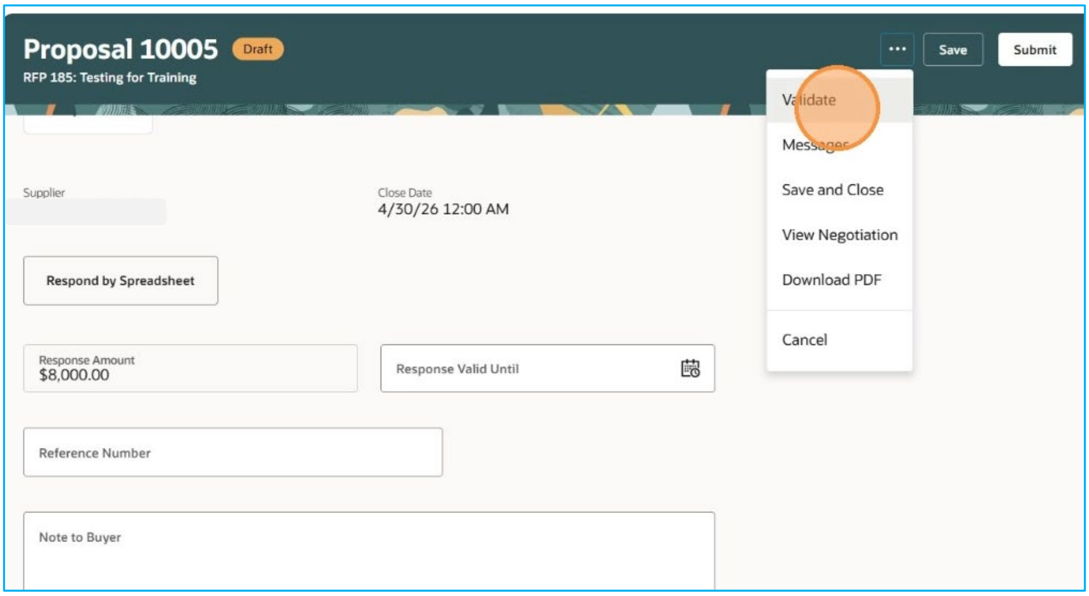


14. Once all the details are provided, click the "Save" button. The application will save the record and navigate back to the Response/Proposal page

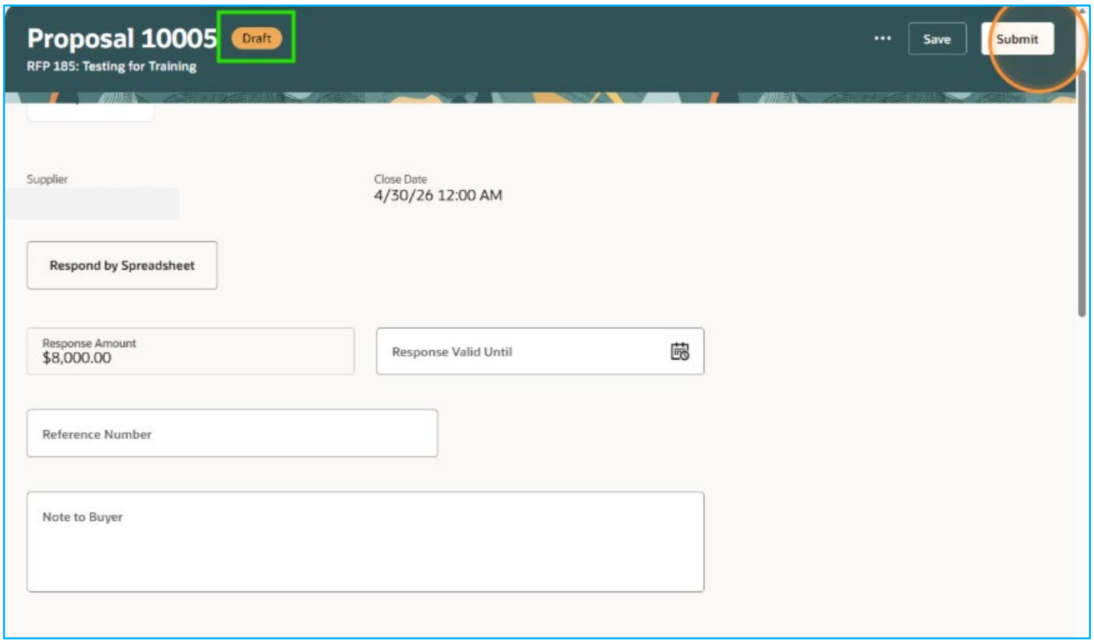


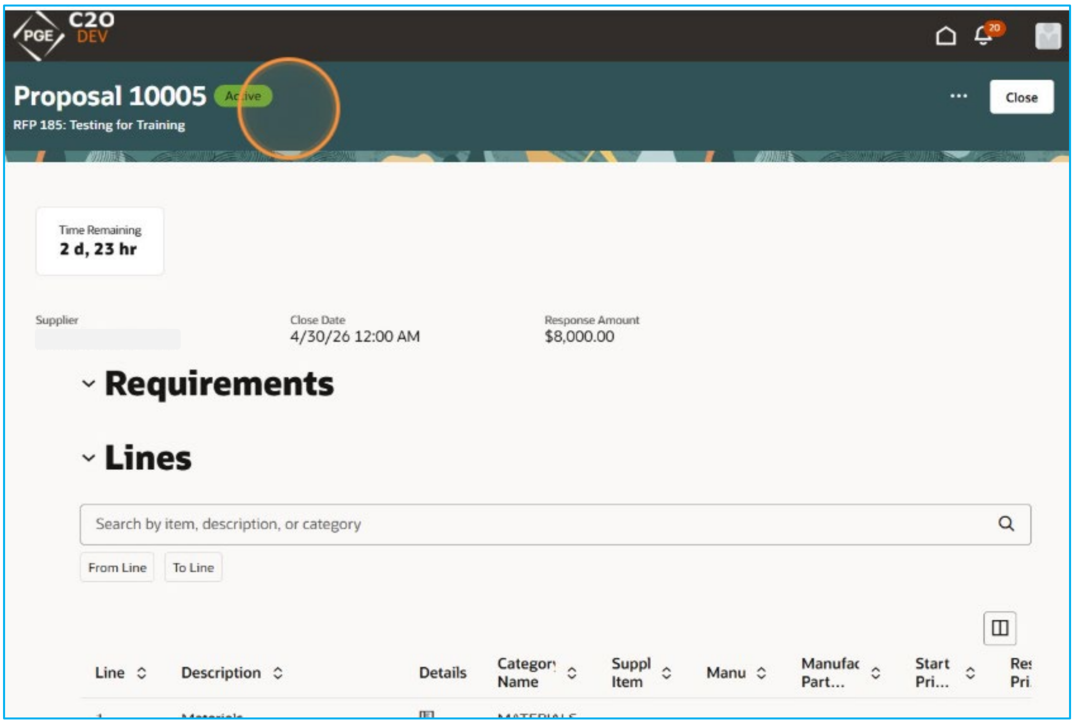
15. Validate the Proposal - 3 dots > Validate.

Once the “Validate” option is selected, the application will validate the entire proposal and display a pop-up message stating that the proposal has been validated.



16. Click the “Submit” button; the supplier proposal will be submitted for the negotiation, and the proposal status will change from Draft to Active.




C2O
DEV
Proposal 10005
Active
RFP 185: Testing for Training
Close
Time Remaining
2 d, 23 hr
Supplier
Close Date
4/30/26 12:00 AM
Response Amount
$8,000.00
Requirements
Lines
Search by item, description, or category
From Line
To Line
Line
Description
Details
Category Name
Suppl Item
Manu
Manufac Part...
Start Pri...
Res Pri